

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **December 19, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, DON CARMICHAEL, BOB NIELSEN, TIM NIXON, CHRISTOPHER WAGNER, VICKY VAN VONDEREN and TERRY WATERMOLEN

**EXCUSED:** CARLA BUBOLTZ

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff)

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:15 p.m.

### **CONSENT ITEMS**

**a. Approve/modify agenda** L. Stainbrook asked to remove agenda item #6c since there were not any non-budgeted expenditures to approve. **Motion** by B. Nielsen, seconded by C. Wagner, to strike agenda item #6c and approve the modified agenda. **Motion carried.**

**b. Approval of minutes** The Facilities Report in the September 19 minutes was corrected to read, "*There is agreement that the cooling tower from the former Mental Health Center should be moved and installed at Central.*" **Motion** by T. Nixon, seconded by T. Watermolen, to approve the corrected September, 2013 minutes. **Motion carried.**  
**Motion** by T. Nixon, seconded by C. Wagner, to approve the November, 2013 minutes as discussed. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

Two letters commending staff for their helpfulness at the Denmark and Kress Family branches were received by the library. No one was present to address the Board.

### **REPORT FROM MUSEUM-LIBRARY TASKFORCE**

The Taskforce did not meet. T. Nixon is finalizing the recommendation and anticipates that it will be presented by the end of the month. The committee unanimously agreed that co-location is not in the best interest of the library or museum.

### **STRATEGIC PLAN**

#### **a. Bookmobile future; a draft report**

Discussion took place about how best to use this asset. The Board agreed that decisions about the Bookmobile's future need to be made as well as a strategy devised for dealing with repairs and maintenance. Additional analysis is needed to assist in prioritizing its library services role. Further information including data on stops, maps of stops by supervisory district, circulation, and users will be collected. An overall mechanical assessment could be very useful in determining a budget for potential repairs. The Bookmobile is 20 years old and it is inevitable that parts will fail and need replacing. The Board directed L. Stainbrook not to authorize any repairs without Board approval.

### **LIBRARY BUSINESS**

**a. Information Services Report** C. Wagner asked about fixes to system slowness. Some issues have been fixed and others still exist. Regarding RFID at the Southwest Branch, a decision was made to switch vendors from MK Sorting to Bibliotecha. The library's other RFID systems are from Bibliotecha and the license allows multi-branch use. K. Pletcher reported that she had contacted Brent Miller in County Administration to discuss library issues but a meeting won't take place until a new BCTS director is hired. L. Stainbrook had also contacted Brent to discuss how chargebacks are calculated.

**b. Financial Manager's report, bills and donations** L. Denault reported that there were no bills out of the ordinary. Financial reports for November, 2013 were presented. It appears that salaries will not come in on budget but there may be fringe savings which would offset the salaries budget. The library will have casual payouts. In the past monies for this have been contributed by the county. If that does not happen this year, the payouts will hit the salaries budget. Utilities are slightly under budget - gas is up and electric is down. This past month posted about \$49,500 in I.S. chargebacks. There may be savings if those amounts stay the same. It was asked if staff has access to a report of all service tickets submitted to I.S. It was also asked if we could get an estimate, perhaps from Camera Corner, on what an appropriate amount is to pay for IT services. K. Pletcher reminded that part of the costs the library pays to I.S. helps to support servers, the network, and its infrastructure - the library is paying a percentage of the whole. Since an itemized listing and related accounting for monthly chargebacks isn't readily available, L. Stainbrook suggested that K. Pletcher and L. Denault meet with Carolyn Maricque, BC Finance Director, to discuss and better understand chargebacks. **Motion** by T. Nixon, seconded by T. Watermolen, to approve the November, 2013 financial statements. **Motion carried.**

**Motion** by T. Watermolen, seconded by D. Carmichael to approve the Gifts, Grants and Donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
November 2013**

**Gifts & Donations**

11/07/13	Sandra Dollar - In Memory of Dan Peterson	20.00	Wrightstown Materials
11/07/13	Susan Aldridge-In Memory of Mrs. Jeanette Schimmel Klein	35.00	Central Materials
11/07/13	Focus on Energy	24,049.67	Lighting Project
11/15/13	Friends of Brown County Library P.E.O. Chapter N-In Memory of Helen Wright & Betty	(350.00)	Cont. Ed. Overpayment
11/27/13	Mortonson	78.00	NonFiction Materials
11/27/13	Focus on Energy	12,500.00	Lighting Project
11/01/13	Ashwaubenon	28.14	Donation Box
11/01/13	Bookmobile	6.25	Donation Box
11/01/13	East	53.68	Donation Box
11/01/13	Weyers/Hilliard	18.28	Donation Box
11/01/13	Central Circulation		Donation Box
11/01/13	Kress	25.72	Donation Box
11/01/13	Pulaski	8.50	Donation Box
11/01/13	Southwest	9.75	Donation Box
11/01/13	Wrightstown	7.86	Donation Box
	<b>Total Donations</b>	<b>\$ 36,490.85</b>	

**Federal & State Grants**

11/30/13	Nicolet Federated Library System	4,327.43	Collection Development
11/30/13	Nicolet Federated Library System	1,532.57	Continuing Education
	<b>Total Grants</b>	<b>\$ 5,860.00</b>	

**Motion carried.**

- c. Facilities Report** C. Beyler reported that the demand control ventilation is installed at Weyers-Hilliard Branch; the bike shelter will be installed at the Southwest Branch in January; the second Central Library elevator will be finished with an inspection scheduled for Friday, December 20; Central's service elevator will go out of service on December 23 until January 15, 2014 in order to have new controls, doors and door operators installed. Other Public Works projects include the posting of the cooling tower relocation bid; various power and lighting projects that address safety (exit signage, exterior lighting and interior emergency lighting); and an emergency power transfer switch division. Specifications for the lighting projects were received, the project was posted for bidding and bids are due by January 20. Bids will go to PD&T for approval in January and then to the County Board for approval in February. An estimate to replace the carpeting, that is bunching and a tripping hazard, in Central's auditorium was received. Since there was money saved on the elevator project, money may be available from the \$1.5M that was bonded in order to fund the re-carpeting.
- d. New Website Demonstration** S. Lagerman gave the board an overview of the library's new website, planned to go live in the next week. Enhancements and new areas were pointed out such as a calendar of events, distinct pages for databases and electronic services, community information, employment opportunities and a YouTube channel. Objectives of the new website are to offer simplicity (more white space), simpler navigation, and a reduction of duplicated content. The site will be hosted by the Nicolet Federated Library System. The domain name, [www.browncountylibrary.org](http://www.browncountylibrary.org), will remain the same.

**NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update** The 2014 Resource Library Agreement was approved.

**b. Approve 2013 Collection Grant Report** **Motion** by T. Watermolen, seconded by C. Wagner to approve the 2013 Collection Grant report. **Motion carried.**

c. **Approve 2014 Collection Development Grant Application Motion** by T. Watermolen, seconded by C. Wagner to approve the 2014 Collection Development Grant Application. **Motion carried.**

#### **D BUSINESS**

**AB288 update** A compromise on AB288 allows Brown County to continue to collect funds to reimburse from an adjacent county but also gives some concession to the non-county libraries.

#### **PERSONNEL**

a. **Approve Salary Range for Operations Manager** Based on documents previously distributed a salary range needs to be given to the consultant. The key is to hire a person who is qualified and the salary has to be such that it appropriately compensates experience and potential. The sense of the Board will be communicated to the consultant.

b. **Approve Table of Organization Change in Central Public Services Department Motion** by D. Carmichael, seconded by T. Watermolen, to approve the Table of Organization Change as indicated below:

**The Library Director recommends that the Library Board reallocate personnel in the Public Services work group (Children's Services and Books, Movies, Music and More).** This change results in a savings of \$671.39

The financial impact of this change is as follows:

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
1.0 Library Service Associate	37.5	Books & More	\$ 19.64	\$ 38,288.25	\$ 16,272.51	\$ 54,560.76	
change to 32				\$ 32,680.96	\$ 13,889.41	\$ 46,570.37	\$ 7,990.39
.83 Library Service Associate	32	Children's	\$ 17.96	\$ 29,882.94	\$ 12,700.25	\$ 42,583.19	
change to 37.5				\$ 35,019.08	\$ 14,883.11	\$ 49,902.19	\$ (7,319.00)
<b>NET SAVINGS \$</b>							<b>671.39</b>

This table of organization change and permission to fill open positions and subsequent annual savings, is submitted for approval at the December 19, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on January 2, 2014 as part of the Director's report and attached to the meeting minutes.

**Motion carried.**

#### **PRESIDENT'S REPORT**

No report.

#### **DIRECTOR'S REPORT**

T. Watermolen asked about reviewing job descriptions to reevaluate the scope of certain positions. Discussion took place about the work of the Work Rules Committee, particularly the recent job factoring that is being conducted and how it was going to continue once Lynn Hoffman leaves. Three different people on committee will be leading the group. L. Stainbrook feels strongly that it is very important that the process is facilitated by someone on the group. She is confident that the group will get through the factoring and then share that information with staff. The classification plan will be given to the Library Board to determine the pay/compensation plan.

**CLOSED SESSION (7:30 p.m.) Motion** by C. Wagner seconded by V. Van Vonderen to move into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. Aye: T. Watermolen, B. Nielsen, V. Van Vonderen, D. Carmichael, C. Wagner, T. Nixon, and K. Pletcher. Nay: None. **Motion carried unanimously.** L. Stainbrook was invited to stay.

**RETURN TO OPEN SESSION (8:00 p.m.) Motion** by C. Wagner, seconded by D. Carmichael to return to open session. Aye: T. Watermolen, B. Nielsen, V. Van Vonderen, D. Carmichael, C. Wagner, T. Nixon, and K. Pletcher. Nay: None. **Motion carried unanimously.**

#### **APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION ON STAFF**

**COMPENSATION Motion** by T. Watermolen, seconded by B. Nielsen for the Board President to send a communication to the library staff that states the Library Board is creating a comprehensive compensation plan that better aligns compensation with employee performance and responsibilities. The goal is to have the process completed within the first quarter of 2014. Any pay increases will take effect after the process is completed.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

By general consensus, Board members agreed to take turns paying for the sandwiches provided at meetings, which had been funded from a donation (T. Nixon - January; T. Watermolen – February and K. Pletcher – March.)

**MEETING SUMMARY/NEXT MEETING PLANNING**

**ADJOURNMENT**

**Motion** by V. Van Vonderen, seconded by C. Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:07p.m.

**NEXT REGULAR MEETING**

**January 16, 2014**

**Central Library  
515 Pine Street, downtown Green Bay  
5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary